

Residential lettings and management



Cluttons lettings and management

Established in 1765, Cluttons offers a traditional approach to all aspects of property, combined with energy, enthusiasm and market knowledge.

With a reputation for professional excellence and integrity, Cluttons prides itself in fulfilling its clients' needs and guaranteeing a consistently high quality agency service for all types of property.

You can trust us to deliver – after all we have been doing so for over 240 years.

We offer a complete range of tailored services for landlords, ranging from letting, rent collection and management to decorating and refurbishment.



Professional - committed to deliver

Our commitment is to provide our clients with the best service standards and we pride ourselves on our personal approach. All clients are kept informed throughout the whole transaction and guided through what can sometimes be a stressful process, to ensure that they are completely satisfied with the end result.

Practical - local knowledge counts

Our staff have a good knowledge of the local lettings market. Your property will be marketed in an effective way to attract a suitable tenant.

Prompt - advanced management systems

From the outset we aim to provide a swift and effective service, supported by our comprehensive management systems.

Our services

Letting only service

This service aims to provide you with a tenant who will meet your specific criteria. It comprises the following:

- We advise clients to provide an effective back up service.
- Where possible, photographs and details will be prepared along with any other relevant information that prospective tenants might find useful.
- Advertising will be placed in recommended magazines and property papers and the property will be included on the Cluttons website, together with that of primelocation.com, Lonres and any other websites that we may be using at the time of instruction.
- We accompany prospective occupiers on all viewings and once a suitable tenant has been found and terms agreed, we will conduct thorough referencing of the tenant before the start of the tenancy.
- We can arrange an independent inventory.
- We will endeavour to notify all utility suppliers and the local authority when the tenancy commences.
- Prior to the termination of the tenancy agreement, we can approach both parties and negotiate a tenancy extension. A rent review will also be discussed. If the tenancy is to terminate, the arrangements will be made.



Rent collection service

In addition to the letting only service, we are able to provide a rent collection service. The additional features of this are as follows:

- We can collect rent from the tenant by standing order and transfer it within fourteen working days to a nominated bank account. A statement of account will be sent confirming rental received and any payments made from the rents received.
- Insurance protection against rent indemnity and legal costs is available on request.
- If, for any reason, rent is delayed, we act swiftly in pursuing the tenant ensuring that the necessary action is taken.

Full management service

This includes both the letting only service and rent collection service and provides the landlord with peace of mind regarding all aspects of the day to day running of the property. This service is recommended to those who do not wish to manage their properties themselves.

Cluttons has an approved supplier list of contractors who can carry out maintenance where necessary.

We offer a personalised approach to management. Periodic inspections are carried out ensuring that the property is being well cared for by the tenants. An inspection report is provided after each inspection.

Where instructed, Cluttons pays ground rent, service charges and / or insurance premiums on your behalf, provided Cluttons is placed in funds.

Regulations

It is imperative that property which is let complies with the various regulations which have been introduced for safety of tenants. They are as follows:

The Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended in 1989 and 1993)

All soft furnishings must comply and have a visible compliance label. These include beds, headboards and mattresses, any padded furniture, scatter cushions and set pads, and pillows.

The Gas Safety (Installation & Use) Regulations 1994

This regulation applies to all landlords who must ensure that any gas appliance or installation is maintained and in safe condition. Records must also be kept and checked annually by a CORGI registered plumber.

The Electrical Equipment (Safety) Regulations 1994

This regulation applies to any person supplying electrical equipment and imposes a duty of care to make sure that the equipment is safe.

Carbon Monoxide and Smoke Detectors

It is recommended that carbon monoxide and smoke detectors are fitted as additional safeguards.

Taxation

Rental income is subject to UK taxation. For further guidance on this please consult with the lettings staff.

Insurance

As a landlord, you are responsible for insuring the building and any of your contents. Tenants are responsible for insuring their own possessions. If you would like us to provide a quotation for buildings or contents insurance please request this.

Consents

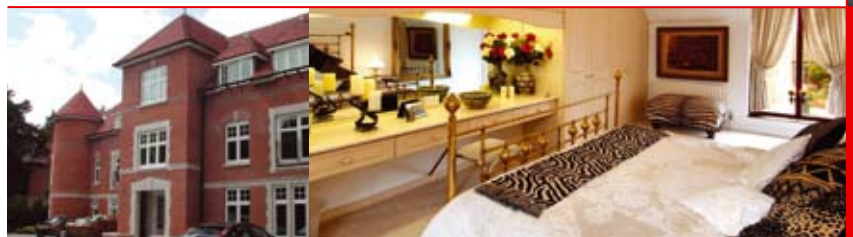
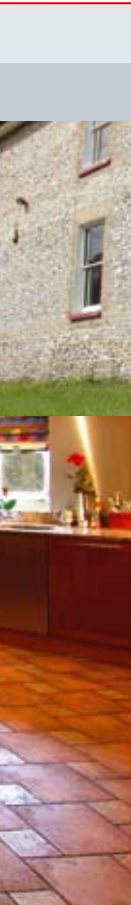
In addition to that of your insurer, you also need to obtain the consent to let from your mortgage lender and the freeholder if your property is leasehold.

Deposits

We strongly recommend that a comprehensive inventory is drawn up prior to the start of the tenancy. Preferably this should be drawn up by an independent inventory clerk and a check-in done with the tenants at the property.

The Housing Act 2004 has included a provision for the safeguarding of tenancy deposits and the resolution of disputes surrounding the return of the deposit.

From 6 April 2007, all deposits held under an Assured Shorthold Tenancy must be placed into a government approved protection scheme. Cluttons LLP is a member of the scheme administered by The Dispute Service. For further information, please contact us for a copy of Cluttons' full terms and conditions of business.



CLUTTONS

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Letting and management can be complicated
and we recommend that you ensure your
agent is competent in all aspects of letting.

Cluttons is a member of RICS and ARLA.



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